



DEPARTMENT OF THE NAVY
BUREAU OF MEDICINE AND SURGERY
2300 E STREET NW
WASHINGTON DC 20372-5300

Canc: Dec 2011
IN REPLY REFER TO
BUMEDNOTE 1616
BUMED-M09B
24 Aug 2011

BUMED NOTICE 1616

From: Chief, Bureau of Medicine and Surgery
To: All Internal BUMED Codes

Subj: FIRST CLASS PETTY OFFICER PERIODIC PERFORMANCE EVALUATION
REPORTS FOR THE PERIOD ENDING 15 NOVEMBER 2011

Ref: (a) BUPERSINST 1610.10C

Encl: (1) Listing of First Class Petty Officers
(2) Special instructions for completing NAVPERS 1616/26

1. Purpose. To announce the Performance Evaluation (EVAL) cycle for all First Class Petty Officers ending 15 November 2011 and to initiate the process for submitting, routing, and preparing EVALs.

2. Action. Periodic EVALs for all First Class Petty Officers have an ending date of 15 November 2011. Per reference (a), reports are to be post marked within 15 days following the ending date for active duty members or not later than 30 November 2011.

a. Assistant Deputy Chiefs' Review. Deputy Chiefs' shall enforce the submission of reports in a timely manner. Review enclosures (1) and (2) and report any discrepancies noted to Performance Reports Section (M09B14) at (202) 762-3186. Enclosure (2) provides special instructions for completing the NAVPERS 1616/26, Evaluation Report and Counseling Record (E1-E6). Reports are due to Command Master Chief (CMC) by 24 October 2011.

b. Ranking Boards. A Command Multidisciplinary Ranking Board (CMRB) will be convened by the CMC on 28 October 2011 to provide the Chief of Staff with promotion recommendations.


c. Processing. The CMRB will forward reports to M09B14 for consolidation and processing upon the board's adjournment. M09B14 shall process all incoming reports with proposed ranking recommendations and forward to the COS no later than 7 November 2011.

3. Approval. Once the Chief of Staff has approved and signed the EVALs, the reports will be returned to the Deputy Chiefs' for presentation to the individual Petty Officers. The Deputy Chiefs' will return signed originals to M09B14 no later than 21 November 2011.

4. Report. The report required by paragraphs 2 and 3 are authorized by BUPERS 1610-1, as established in reference (a).

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5. Form. NAVPERS 1616/26 (Rev 8-10), Evaluation Report and Counseling Record (E1-E6), is available electronically at: <http://www.npc.navy.mil/ReferenceLibrary/Forms/NAVPERS/>.



M. L. WEINSTEIN
Chief of Staff

Distribution is electronic only via the Navy Medicine website at:
<http://www.med.navy.mil/directives/Pages/BUMEDHQNotes.aspx>

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This enclosure contains Personally Identifiable Information.

The entire document is available
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or through an e-mail request

to: BUMEDDirectives@med.navy.mil

SPECIAL INSTRUCTIONS FOR COMPLETING NAVPERS 1616/26

EVALS shall be prepared per BUPERSINST 1610.10C to include the information below:

Block 7: BUMED WASH DC
Block 15: 11NOV15
Block 21: N/A
Block 22: WEINSTEIN, M L
Block 23: CAPT
Block 24: 2300
Block 25: CHIEF OF STAFF
Block 26: 00018

Block 28: Implement CNO responsibilities for provision of centralized, coordinated policy development, guidance and professional advice on health care programs for DON and oversee direct and indirect systems for providing health care to all beneficiaries.

Block 29: Primary/Collateral/Watchstanding duties. Each should be specifically marked as appropriate with the number of months performed following the entry. Example: PRI: Director, Plans and Policy-12. COLL: Mbr, MPT&E Working Grp-3; Mbr, Awards Board-6, WATCH: CDO-12. Additionally, leave and transit dates should be accounted for in this block as well. Example: LEAVE/TRANSIT: 11MAY02-11JUN01, PFA: Document specific PFA cycle(s) reported in block 20 utilizing the following format: PFA: 10-1/10-2/11-1.

Block 30: Date Counseled. If counseled, a date should be entered here. If "NOT PERF" enter a brief explanation in block 31 (i.e., TEMADD, ILLNESS, etc.). If a longer explanation is needed enter "SEE COMMENTS" and provide an explanation in Block 41. If counseling was not performed because the counseling date did not fall within the reporting period enter "NOT REQ".

Block 31: Name of counselor (if counseled)
Blank (if block 30 is "NOT REQ")
Explanation (if block 30 is "NOT PERF")

Block 32: Must contain signature of individual counseled

Block 40: Must contain an entry if an observed report
Must be blank if Not Observed fitness report

Block 44: BUMED, CHIEF OF STAFF (M09B)
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